Instructions on How to Update your User Profile

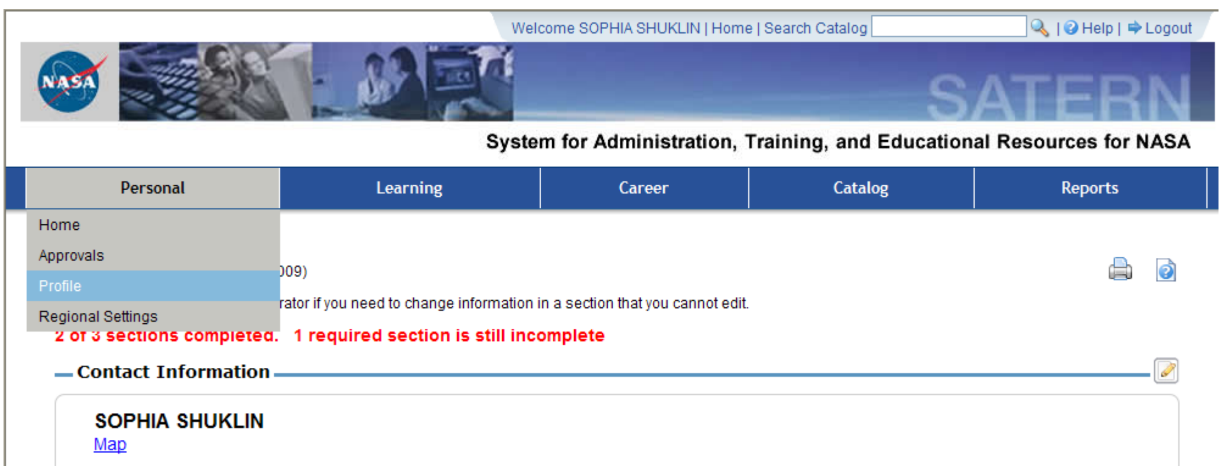
Before registering for any training, it is important that all employees verify and update the following under their *Profile* and *Regional Settings*:

- ☐ **ORGANIZATION FIELD –** Review the ***How do I update my Organization?*** section of this handout for detailed instructions.
- ☐ **SUPERVISOR FIELD –** Review the ***How do I verify my Supervisor?*** section of this handout for detailed instructions.
- ☐ **EMAIL ADDRESS –** Review the ***How do I verify my Email Address?*** section of this handout for detailed instructions.
- ☐ **TELEPHONE NUMBER –** Review the ***How do I update/add my Telephone Number?*** section of this handout for detailed instructions.
- ☐ **TIME ZONE –** Review the ***How do I change my time zone?*** section of this handout for detailed instructions.

Here's what to do

STEP 1: Log into **SATERN**.

STEP 2: Under the ***Personal*** tab, click on ***Profile*** to get to your own Profile.



Use the icons as described below to view information in the talent profile:

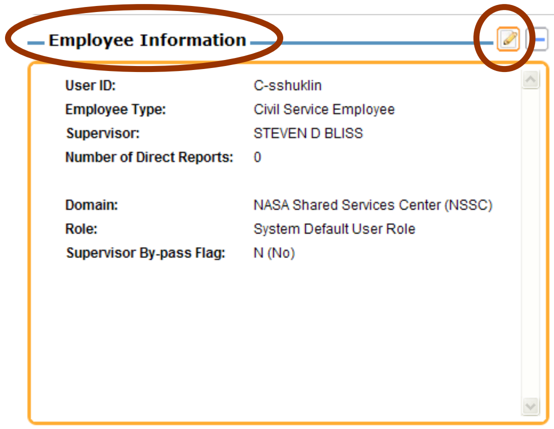
Icon	Description
	Expand icon: Click to expand the section to see additional information. The icon turns into a minus sign icon. Click the minus sign icon to return to default view.
	Edit icon: Click this icon to edit the information. Only information with this icon can be edited by the user; all other data can be updated by sending email to the admin.
	Add icon: Click this icon to add additional information for that section.

➢How do I update my Organization?

Contractors, Military Personnel, and Non-NASA Civil Servants Employees must verify that the Organization ID is correct in your profile. This information is needed to assist with the course registration process. If the organization listed is incorrect or blank, click on the *Picker icon* next to the ***Organization*** field then search for and select your proper organization.

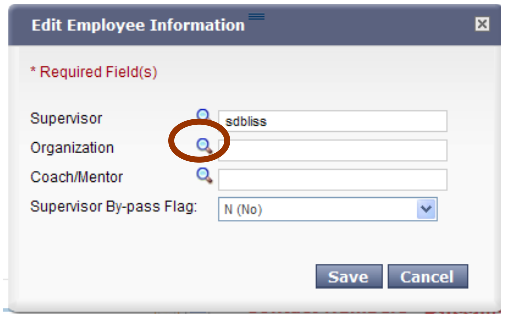
Here's what to do

STEP 1: Click on the Edit icon ( ) next to Employee Information section.



STEP 2: Click on the Edit icon next to User ID to get to ***Edit Employee Information*** window.

STEP 3: Click on the *Picker icon* ( ) to get to the ***Search Organization*** window then, follow directions to refine your search.



STEP 4: To save your changes, click on the ***Save*** button.

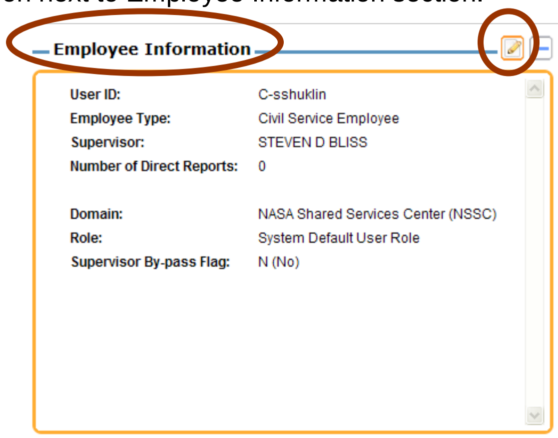
➢How do I verify my Supervisor?

Note: A nightly IDMS/FPPS feed will overwrite any updates made by Civil Servant Employees to their Organization, Office Telephone Number, and Supervisor fields. To overwrite the Supervisor field, Civil Servant Employees must set the Supervisor By-Pass flag to 'Yes.'

Contractors, Military Personnel, and Non-NASA Civil Servants Employees must verify that the Supervisor field lists your government Technical Representative (TR).

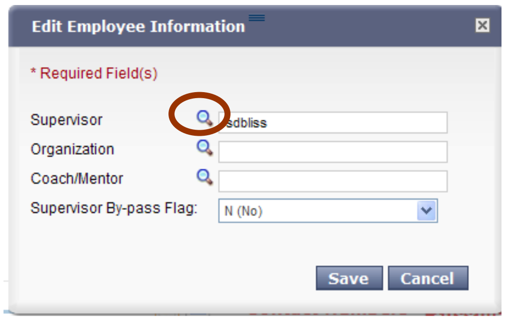
Here's what to do

STEP 1: Click on the Edit icon next to Employee Information section.



STEP 2: Click on the Edit icon next to User ID to get to ***Edit Employee Information*** window.

STEP 3: Click on the *Picker icon* next to Supervisor field to get to the ***Search Learner*** window then, follow directions to refine your search.

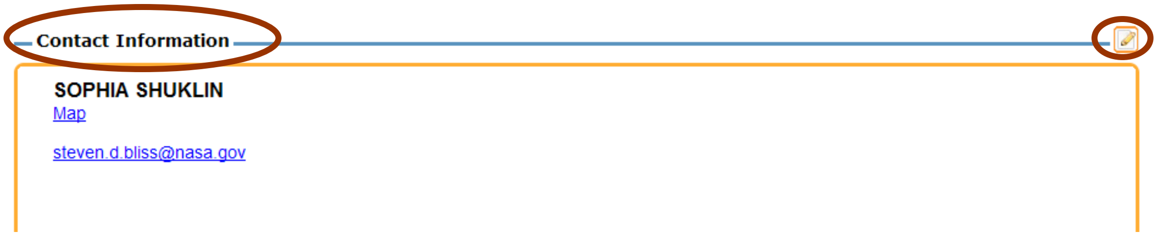


STEP 4: To save your changes, click on the ***Save*** button.

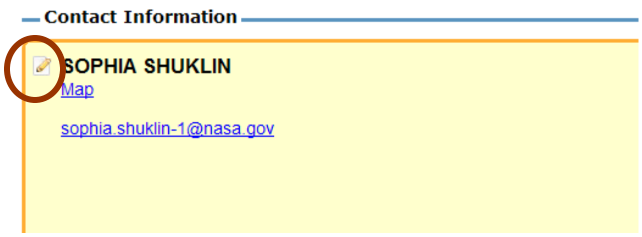
➢How do I verify my Email Address?

Here's what to do

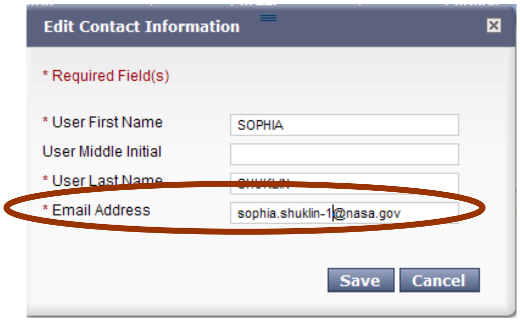
STEP 1: Click on the Edit icon next to Contact Information section. Edit Contact Information screen displays.



STEP 2: Click on the Edit icon next to your name to get to ***Edit Contact Information*** window.



STEP 3: Verify your email address in the Email Address prompt.

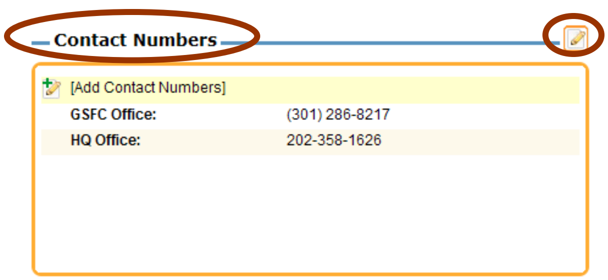


STEP 4: To save your changes, click on the ***Save*** button**.**

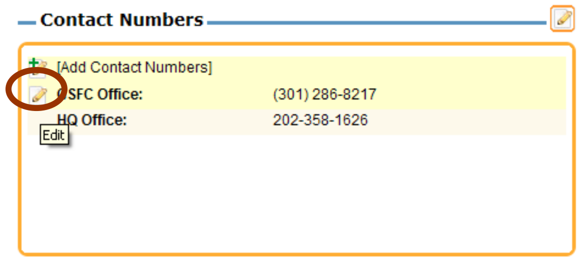
➢How do I update my Telephone Number?

Here's what to do

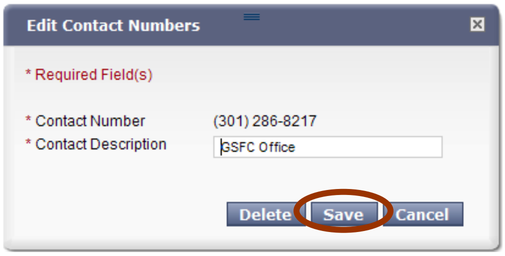
STEP 1: Click on the Edit icon next to Contact Numbers section.



STEP 2: Click on the appropriate line item Edit icon to update the telephone number.



STEP 3: In the **Edit Contact Numbers** screen, update the appropriate information.

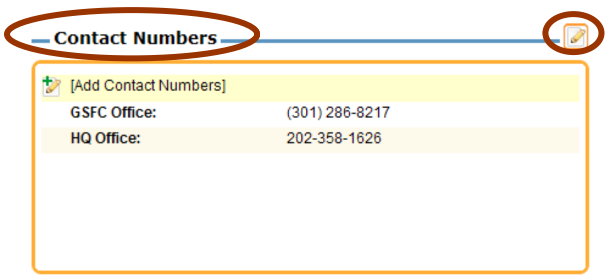


STEP 4: To <u>save your changes</u>, click on the **Save** button.

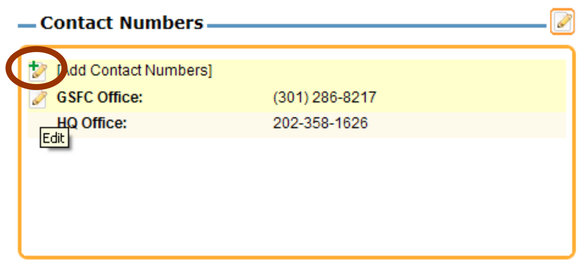
➢How do I add new Telephone Number?

Here's what to do

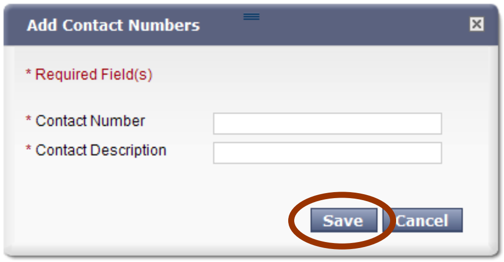
STEP 1: Click on the Edit icon next to Contact Numbers section.



STEP 2: Click on the **Add** icon.



STEP 3: In the **Add Contact Numbers** screen, enter the appropriate information.



STEP 4: To save your changes, click on the **Save** button.

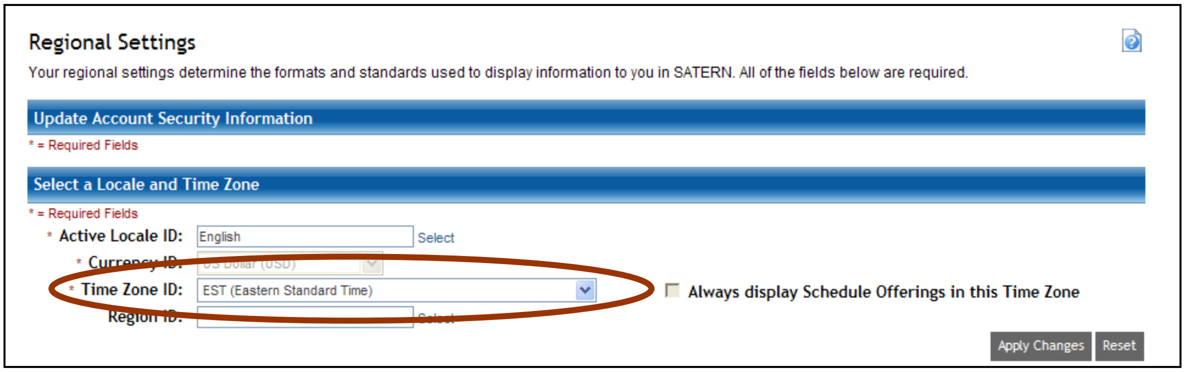
➢How do I change my time zone?

Here's what to do

STEP 1: Log into **SATERN**.

STEP 2: Under the ***Personal*** tab, click on ***Regional Settings***.

STEP 3: From the **pull down menu** choose the correct **Time Zone**.



STEP 4: Click on **Apply Changes** to save your preferred time zone.